

**EMPLOYEE ACKNOWLEDGMENT OF INSTRUCTION IN
TESTING FOR ILLEGAL USE OF DRUGS**

As an employee of _____,
I received instruction on testing for the illegal use of drugs on _____
from _____. The instruction included information about the
conditions under which I may be tested for illegal use of drugs, as specified in Code of Maryland Regulation
(COMAR) 17.04.09.

I understand that:

- _____ I am an employee in a sensitive classification or in a sensitive position and as such, I am subject to
testing based on reasonable suspicion, random selection, an incident-triggered situation, participation
in a drug abuse rehabilitation program or an arrest for a controlled dangerous substance offense.
- _____ I am an employee in a non-sensitive classification or position and as such, I am subject to testing
based on reasonable suspicion.

I also understand:

- the procedures under which I may be required to provide a urine specimen;
- the drugs for which a specimen will be tested;
- the consequences of a verified laboratory positive test result, which may include: participation in a
drug abuse rehabilitation program and/or disciplinary action up to and including termination from
State Service for gross and willful misconduct;
- that I have a right to have a portion of the original urine specimen retested by a U.S. Department of
Health and Human Services-certified laboratory of my choosing and at my expense if I am advised of
a verified laboratory positive test result;
- that I will be provided with a list of six U.S. Department of Health and Human Services-certified
laboratories from which to make my selection for the retest if I am advised of a verified laboratory
positive test result;
- that I have a right to appeal any action taken against me based on a verified laboratory positive test
result through the appropriate disciplinary action or grievance appeal process; and
- that should I be required to submit to testing for illegal use of drugs, it will comply with the conditions,
requirements and rights enumerated above.

Signature of Employee